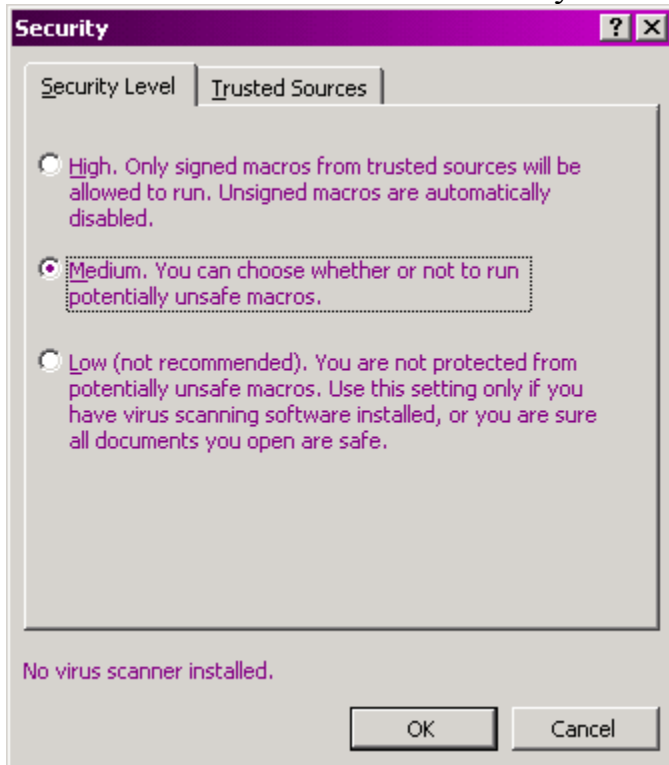# Change the Security

**If you have not converted a specification on your machine to Word you must first change the macro security in Word. Follow directions below first. If you have skip steps 1-3!
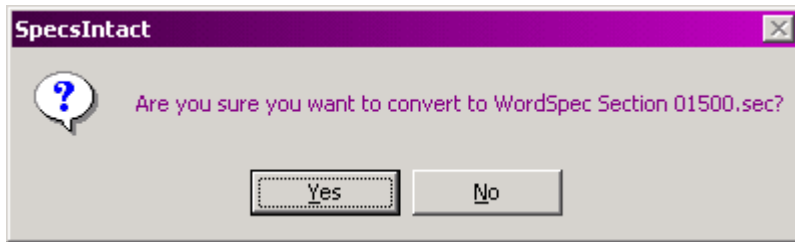
1. Open Word
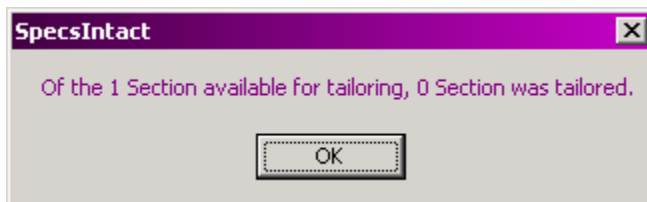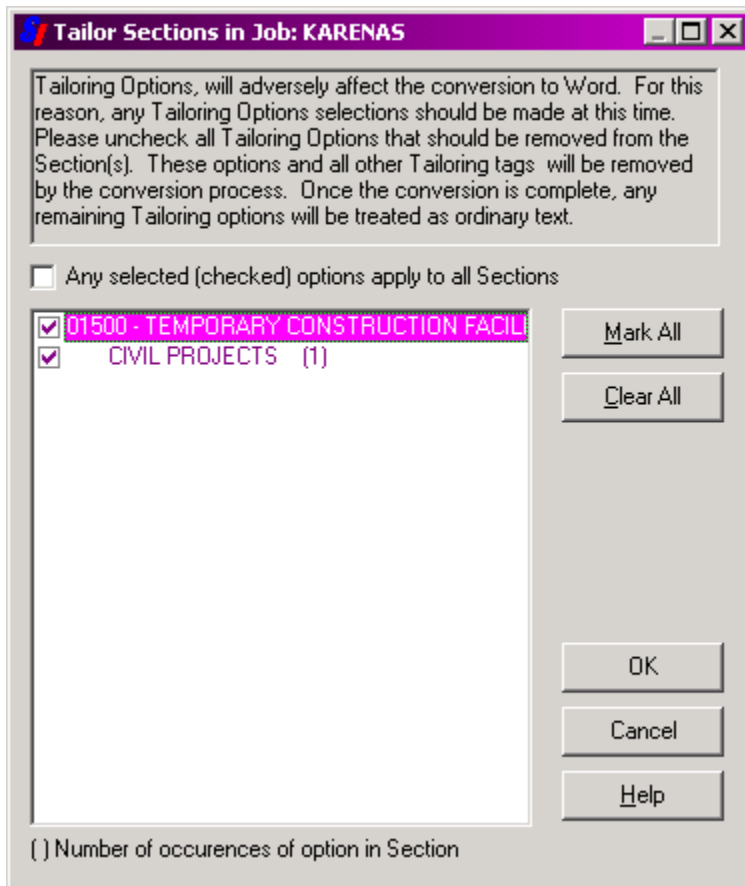2. Select Tools ► Macro ► Security and select the Medium radio button

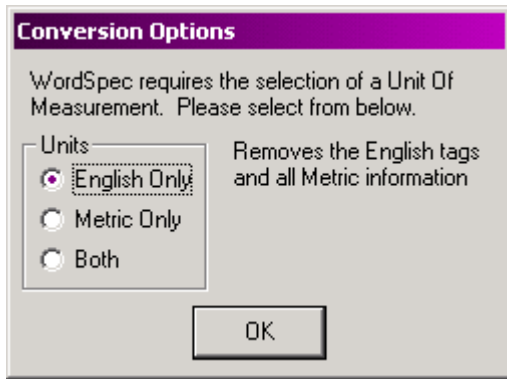3. Click ok
4. Exit Word.

Convert to Word from Specsintact

1. Open you Job and select the specification(s) to be converted.
2. Select, on the Menu Bar, Sections ► Convert to WordSpec.
3. Click Yes

SpecsIntact

? Are you sure you want to convert to WordSpec Section 01500.sec?

Yes   No

4. If you have tailoring options in your specifications you will get the following. Make your selections and click ok.

Tailor Sections in Job: KARENAS

Tailoring Options, will adversely affect the conversion to Word. For this reason, any Tailoring Options selections should be made at this time. Please uncheck all Tailoring Options that should be removed from the Section(s). These options and all other Tailoring tags will be removed by the conversion process. Once the conversion is complete, any remaining Tailoring options will be treated as ordinary text.

☐ Any selected (checked) options apply to all Sections

☑ 01500 - TEMPORARY CONSTRUCTION FACILI
☑   CIVIL PROJECTS   (1)

Mark All

Clear All

OK

Cancel

Help

( ) Number of occurences of option in Section

SpecsIntact

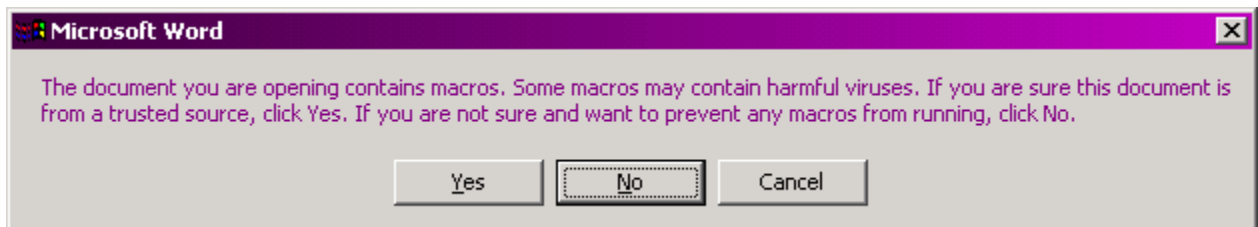Of the 1 Section available for tailoring, 0 Section was tailored.

OK

5. Next you will get a dialog box asking you to select the Units and click ok

6. This next window is warning you about the macros. That was handled in steps 1-3, click ok.
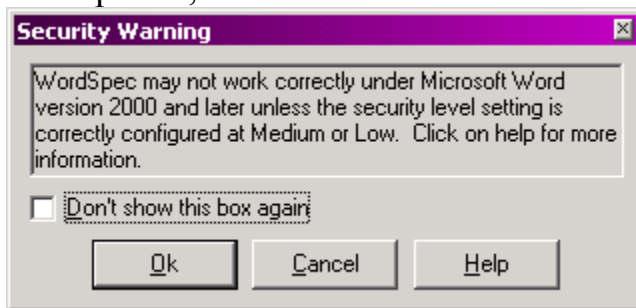

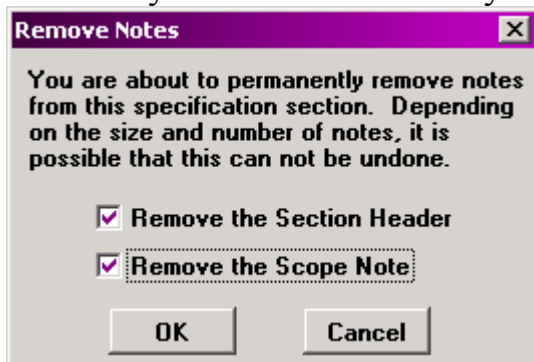7. Next dialog box is telling you that the document you are converting has macros. Click ok.

Lastly you will get a box indicating that the conversion is happening. Once the box goes away, you should find a folder called WordSpec Documents under your job folder. There you should find your Word document. Double-click it and it will open your document in Word.

To get Remove Notes

1. On your Menu Bar, click WordSpec ►Utilities.
2. Once opened scroll down and select Remove Notes and click Run.
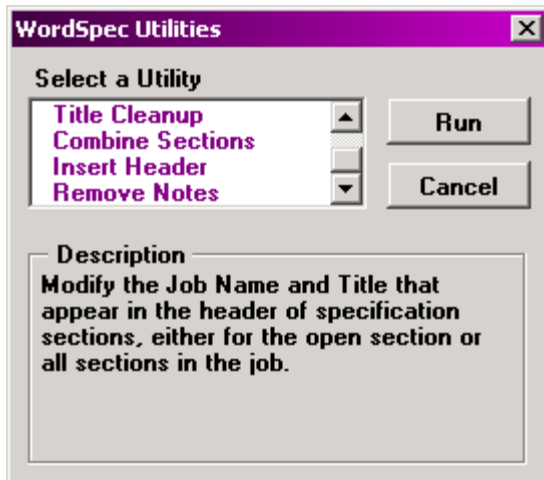
3. Make your selection. Usually both are selected and click ok.

The Notes are removed!!!